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# Ontario Graduate SCHOLARSHIP Program

2003-2004

*Information, Instructions,  
and Application Form*

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## **CHANGES IN THE ONTARIO GRADUATE SCHOLARSHIP PROGRAM, EFFECTIVE 2003–2004**

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- All university transcripts are required as supporting documentation.
- A summary sheet form must now be completed and included with all applicant files.
  - If you are currently enrolled in an Ontario university or you graduated from an Ontario university at any time between November 15, 2001, and November 15, 2002, your departmental ranking committee will complete the summary sheet.
  - If you are not currently enrolled in an Ontario university (i.e., you are a direct applicant), you must complete items 5–9 of the summary sheet form.

Cette publication est également offerte en français sous le titre suivant : *Régime de bourses d'études supérieures de l'Ontario, 2003–2004 : Informations, instructions et formulaire de demande*.

This publication is available on the Ministry of Training, Colleges and Universities website at [http://osap.gov.on.ca/eng/not\\_secure/OGS.htm](http://osap.gov.on.ca/eng/not_secure/OGS.htm)

## PURPOSE OF THE SCHOLARSHIP

The Ontario Graduate Scholarship (OGS) program is designed to encourage excellence in graduate studies at the master's and doctoral levels.

## NUMBER OF SCHOLARSHIPS AWARDED

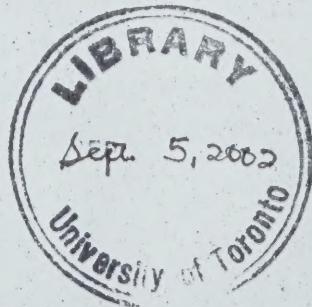
For the 2003–2004 academic year, a total of 2,000 scholarships will be awarded. Of these, 60 scholarships will be awarded to students who have been admitted to Canada as visitors with a student visa.

In addition, some of these scholarships, called institutional scholarships, will be awarded to nominated students at selected universities – namely, Brock University, Lakehead University, Laurentian University, Ryerson Polytechnic University, Trent University, and Wilfrid Laurier University. These universities may nominate up to ten students each for the institutional scholarships. Nominated students must pursue their graduate studies at the nominating university. To be eligible, nominees must meet the citizenship requirements, be approved by the selection board, and satisfy all conditions of eligibility. Visitors with a student visa are not eligible for institutional scholarships. For additional information about the institutional scholarships, contact your graduate studies office.

## VALUE OF THE SCHOLARSHIP

An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms. One-term awards are not granted. For 2003–2004, the value of the OGS is \$5,000 per term. Thus, you may receive \$10,000 for two consecutive terms or \$15,000 for three consecutive terms. The province of Ontario contributes two-thirds of this amount and the university provides one-third.

Your award may begin in May 2003, September 2003, or January 2004.



## **ELIGIBILITY**

You are eligible to apply for an Ontario Graduate Scholarship if you:

- plan to be enrolled full time in an approved graduate program leading to a master's or doctoral degree at an Ontario university that is financially assisted by the government of Ontario (as defined by Ontario Regulation 237/90, as amended). **Check with your graduate studies office or the Ministry of Training, Colleges and Universities to determine if your proposed program is approved;**
- are a Canadian citizen or permanent resident (the “landed on” date on your permanent resident document can be no later than November 15, 2002), or have been admitted to Canada with a student visa dated no later than November 15, 2002.

In addition:

- **Applicants entering the first or second year of graduate studies at the time of application** must have an overall average of at least A–, or the equivalent, on the last 20 one-term/semester courses, or the equivalent, completed.
- **Applicants entering the third year or beyond of graduate studies at the time of application** must have an overall average of at least A–, or the equivalent, on all graduate courses completed.

Students who are unable to study full time due to a disability are eligible to apply for and hold an OGS award. These students must meet all other eligibility requirements.

You are **not eligible** to apply if you are a refugee claimant and do not have a student visa.

If you have been determined to be ineligible for funding under the Ontario Student Assistance Program, have defaulted on a Canada or Ontario Student Loan or a loan made under the Ontario Venture Capital Program, or have failed to make satisfactory repayments on an Ontario Student Grant overpayment, you may be ineligible for an OGS award.

## **Eligibility conditions**

The following conditions may affect your eligibility for an OGS award:

- You can receive a lifetime maximum of four years of government-funded student awards. This maximum includes awards offered by the following agencies:
  - the Ontario government, through the Ontario Graduate Scholarship Program,
  - the Social Sciences and Humanities Research Council of Canada (SSHRC),
  - the Natural Sciences and Engineering Research Council (NSERC),
  - the Canadian Institute of Health Research (CIHR) (formerly the Medical Research Council).
- You cannot hold a scholarship from SSHRC, NSERC, or the CIHR, or an Ontario Graduate Scholarship in Science and Technology (OGSST) at the same time as an OGS.
- You can receive up to two OGS awards at the master's level. The award is tenable during either one or both of the first two academic years (12-month periods) of a master's degree program, but not after the second year.
- You can receive up to four OGS awards at the doctoral level. The awards are tenable during any of the first five academic years (12-month periods) of a doctoral program, but not after the fifth year.

## **CONDITIONS OF THE SCHOLARSHIP**

If you receive an OGS award, you must comply with the following conditions:

- You must be enrolled as a full-time student in an approved graduate program for the tenure of the award. If you withdraw, transfer to part-time status, or fail to complete a term, you will be required to repay the award.
- You may hold one OGS award for either two or three consecutive terms.

- You cannot hold an award for only one term.
- You cannot be enrolled in a qualifying or “make-up” year or be on a paid educational leave or sabbatical.
- You may, though only with your university’s approval, change to another discipline or to another approved program during the tenure of the award.
- You may hold other awards that, together, have a maximum value of \$10,000 per year. You may also accept research assistantships, part-time teaching positions, or other employment that does not affect your status as a full-time graduate student. The total time you spend on duties pertaining to employment must not exceed an average of ten hours per week.
- You must notify both your institution and the ministry if you change your mailing address.

## **APPLICATION PROCEDURES**

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You may submit only one OGS application for the 2003–2004 academic year. The application cannot be photocopied. You do not have to be registered at an Ontario university or enrolled in a graduate program when you apply for an OGS award.

If you are not currently registered, provide your last student number in the student number field.

When completing the Education section of the application form, you must use the discipline names and codes listed at the back of this booklet.

There are different application procedures (1) for applicants who are currently enrolled as full-time students in an Ontario university, (2) for applicants who graduated from an Ontario university at any time between November 15, 2001, and November 15, 2002, and are not currently registered, and (3) for applicants who are not currently enrolled in an Ontario university. *If you are a part-time or special student, you may use either of the application procedures identified under (1) or (3) above.*

## **Applicants who are currently enrolled as full-time students in an Ontario university**

If you are **currently enrolled** as a full-time student in an Ontario university, your institution is responsible for processing your application. Please contact your graduate studies office to begin the application process and to find out what procedures you must follow to complete this process.

You **must** submit your completed application form and all supporting documentation to the graduate studies office or your department at your university.

The ministry has established a deadline date of November 15, 2002. **Please note, however, that your institution will set an earlier internal deadline.**

It is your responsibility to ensure that your application form and supporting documentation are received by the graduate studies office or your department by their specific deadline date. The Ontario Graduate Scholarship program does not accept incomplete or late applications.

## **Applicants who graduated from an Ontario university between November 15, 2001, and November 15, 2002, and are not currently registered**

If you graduated from an Ontario university between November 15, 2001, and November 15, 2002, and are not currently registered at an Ontario university, the institution from which you graduated is responsible for processing your application. You must follow the procedures above for applicants who are currently enrolled as full-time students in an Ontario university.

## **Applicants who are not currently enrolled in an Ontario university (direct applicants)**

If you are **not currently enrolled** in an Ontario university, the Ministry of Training, Colleges and Universities is responsible for processing your application.

The ministry application deadline date is **November 15, 2002**. You must submit your completed application form and all supporting documentation directly to the ministry, at the address given on page 8. **Please note that reports and transcripts may be sent with the application or sent separately.**

It is your responsibility to ensure that your application form and supporting documentation are received by the ministry by the deadline date. Therefore, you should take into account the amount of time needed by the postal service to process and deliver mail. If your application is incomplete or late, you will be disqualified from the competition.

## **SUPPORTING DOCUMENTATION**

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The following supporting documentation must be submitted with your completed application form or sent separately by the appropriate deadline date:

1. all university transcripts of marks for academic studies completed up to August 31, 2002;

2. Report 1 from the professor who is *most* familiar with your work;
3. Report 2 from a professor who is familiar with your work;

*Note:* Under the Freedom of Information and Protection of Privacy Act, the use of Reports 1 and 2 is mandatory. Other forms or letters will not be accepted as substitutes.

4. a one-page, double-spaced, typewritten list of your significant academic accomplishments – for example, scholarly publications (differentiate between refereed, non-refereed, etc.), patents, conference presentations, and other evidence of scholarly activities, if applicable;

5. *if, by the appropriate application deadline date, you are applying for, are enrolled in, or have begun doctoral-level studies:* a one-page, double-spaced, typewritten plan of study; or

6. *if, by the appropriate application deadline date, you are applying for, are enrolled in, or have begun master's-level studies:* a one-page, double-spaced, typewritten statement of interest, including your reasons for pursuing a master's program in your chosen field;

University

25

Discipline code\* Discipline name\*

List of academic accomplishments (if applicable)

List of other scholarships/awards (if applicable)

□ □ □

Summary chart



**2003-2004  
ONTARIO GRADUATE  
SCHOLARSHIP PROGRAM**



072023005

Ministry of Training,  
Colleges and Universities

PHOTOCOPIES OF THIS APPLICATION FORM ARE NOT ACCEPTABLE. TYPE OR PRINT IN DARK INK.

## PERSONAL DATA

Social Insurance Number

Last name

### 3 First name and middle initial

\_\_\_\_\_

Permanent mailing address as of May 2003 (University department address is not acceptable.)

Number and street

Apartment

06

City, town, or Post office

—

Postal code  
08

Country 09

Area code and telephone number

Date of birth

Day      Month      Year

First language  
12

1. English  2. French  3. Other

## Citizenship status

Canadian citizen       Student visa       Permanent resident (complete item 15)

? Student visa

15 Date permanent resident status received

Year  
Month  
Day

In which letter do you find the missing correspondence?

1. Male       2. Female

Gender

**Current studies**

University

**19 Discipline code\***

Discipline name\*

**20 Current level of study**

1. Bachelor's

2. Master's

3. Doctorate

**21 Date you expect to receive your degree for current studies**

Month

Year

If "Yes", are you submitting your documents directly to the ministry?

Yes     No

**Previous studies**

University

**22 Discipline code\* - Discipline name\***

Report I                          Attached                          Sent Separately

Report 2                                                   

Official undergraduate transcripts                                                   

Official graduate transcripts (if applicable)                                                   

Statement of interest (if applicable)                                                   

Plan of study (if applicable)                                                   

List of academic accomplishments (if applicable)                                                   

List of other scholarships/awards (if applicable)                                                   

Summary sheet                                                   

**DECLARATION**

The ministry uses relevant personal information to administer the Ontario Graduate Scholarship Program (OGS) for the purposes of determining eligibility, verifying the application and any award, and collecting overpayments. The personal information may be disclosed to any educational institution, the federal government, and ministries of the Ontario government for the purpose of verifying the application and any award. The ministry collects and uses this information under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, c. M19, and Regulation 773. If you have any questions about the collection and use of this information, contact the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, Thunder Bay ON P7B 6G9; telephone: (807) 343-7257.

I hereby declare that all information given on this application is true and complete in every respect. I understand that I may be required to repay all or part of this assistance if the information is found to be inaccurate for any reason.

How many Ontario Graduate Scholarship awards did you hold prior to 1999-2000?

**DOCUMENTATION**

Are you a part-time or special student?

Yes     No

If "Yes", are you submitting your documents directly to the ministry?

Yes     No

\* Use the names and codes listed in the instruction booklet.

**PREVIOUS OGS AND OTHER AWARDS**

Have you ever held an Ontario Graduate Scholarship or Fellowship?

Yes

No

If yes, check the year in which you held it.

2002-2003

2001-2002

2000-2001

1999-2000

List other scholarships and academic awards received on a separate sheet.

Signature

Date

Please submit Report I by:

Please send Report I to (indicate full address):

## B. TO BE COMPLETED BY PROFESSOR

Carefully mark the category that best describes this applicant's academic performance in relation to all students at a similar stage that you have previously evaluated. Referees are asked to apply the strictest interpretations of the rankings indicated below. For example, the ranking of a student in the top category is expected to occur infrequently.

	Top 2%	Top 5%	Top 10%	Top 20%	Top 50%	Lower 50%	Unable to evaluate
A. Background preparation							
B. Originality							
C. Present ability at research							
D. Research potential							
E. Industriousness							
F. Judgement							
G. Oral and written skills							
H. Overall ability							

On a separate sheet please elaborate on the assessment above. You may add other relevant comments. Please type or print clearly. **You must complete, sign, and return this Report form.**

Taking all factors into consideration, I would rank this candidate:

A+  A  A-  B+  B  B-

I knew the candidate in my capacity as ..... during the period ..... to ..... (month/year)

Name	Title
Department	University

Under the Freedom of Information and Protection of Privacy Act, the ministry has responsibilities respecting the proper collection, retention, use, and disclosure of personal information. The personal information on this form is collected under the Ministry of Colleges and Universities Act, R.S.O. 1990, c. M19, and Regulation 773, and is used by the ministry to administer all aspects of the Ontario Graduate Scholarship Program. Because this report contains personal information about the applicant, the information may not only be used by the ministry but may also be disclosed to the applicant upon request. Questions about this collection should be addressed to the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, Thunder Bay ON P7B 6G9; telephone: (807) 343-7257.

Signature

Date



Please submit Report 2 by:

Please send Report 2 to (indicate full address):

## B. TO BE COMPLETED BY PROFESSOR

Carefully mark the category that best describes this applicant's academic performance in relation to all students at a similar stage that you have previously evaluated. Referees are asked to apply the strictest interpretations of the rankings indicated below. For example, the ranking of a student in the top category is expected to occur infrequently.

	Top 2%	Top 5%	Top 10%	Top 20%	Top 50%	Lower 50%	Unable to evaluate
A. Background preparation							
B. Originality							
C. Present ability at research							
D. Research potential							
E. Industriousness							
F. Judgement							
G. Oral and written skills							
H. Overall ability							

On a separate sheet please elaborate on the assessment above. You may add other relevant comments. Please type or print clearly. **You must complete, sign, and return this Report form.**

Taking all factors into consideration, I would rank this candidate:      A+       A       A-       B+       B       B-

I knew the candidate in my capacity as ..... during the period ..... to ..... (month/year) (month/year)

Name	Title
Department	University

Under the Freedom of Information and Protection of Privacy Act, the ministry has responsibilities respecting the proper collection, retention, use, and disclosure of personal information. The personal information on this form is collected under the Ministry of Colleges and Universities Act, R.S.O. 1990, c. M.19, and Regulation 773 and is used by the ministry to administer all aspects of the Ontario Graduate Scholarship Program. Because this report contains personal information about the applicant, the information may not only be used by the ministry but may also be disclosed to the applicant upon request. Questions about this collection should be addressed to the Director, Student Support Branch, Ministry of Training, Colleges and Universities, PO Box 4500, Thunder Bay ON P7B 6G9; telephone: (807) 343-7257.

Signature

Date



**1. Grade average** (percentage or grade point average as required for OGS eligibility – see page 2 of the brochure)

**2. Overall departmental ranking (e.g., 2/20)**

**3. Referee 1 – overall ranking**

**4. Referee 2 – overall ranking**

**5. Current OGS recipient (Yes/No)**

**6. Number of Ontario Graduate Scholarships held**

**7. Number of other awards or scholarships held**

Internal

External

**8. Number of refereed journal publications:**

• submitted

First author

Co-author

• **in press**

First author

Co-author

• **published**

First author

Co-author

**9. Number of conference presentations**

First Presenter

Co-author

Signature \_\_\_\_\_

Date \_\_\_\_\_



7. a list of other scholarships and academic awards received, if applicable; and
8. a completed summary sheet form
  - If you are currently enrolled in an Ontario university or you graduated from an Ontario university at any time between November 15, 2001, and November 15, 2002, your departmental ranking committee will complete the summary sheet.
  - If you are not currently enrolled in an Ontario university (i.e., you are a direct applicant), you must complete items 5–9 of the summary sheet.

If you are currently enrolled in an Ontario university or you graduated from an Ontario university at any time between November 15, 2001, and November 15, 2002, your department will complete a departmental ranking sheet and submit it with your file to the ministry.

## **NOTIFICATION AND ACCEPTANCE**

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Only the applications that are complete, that include all the required documentation, and that are received by the appropriate deadline date will be considered by the selection board. All others will be withdrawn from the competition. No late documentation will be accepted.

You will receive notification on or about April 16, 2003, concerning the outcome of the competition.

If you are successful, you will receive a letter of notification and be asked to indicate your acceptance or refusal of the award by completing a Response Form. You will also be requested to submit the following proof of eligibility:

1. a photocopy of a valid Social Insurance Number card; and
2. a photocopy of proof of Canadian citizenship or permanent resident status, or a student visa.

The Response Form and proof of eligibility must be submitted to the ministry within four weeks of the date of the letter of notification, or the award will be cancelled automatically.

## **PAYMENT OF THE SCHOLARSHIP**

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The scholarship will be paid out by the university at which the award is tenable. The payments will be made according to the university's standard procedures for paying graduate awards, which may involve payment by instalment through the term. Contact your graduate studies office for information on payment procedures.

## **RENEWAL OF THE SCHOLARSHIP**

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OGS awards are not automatically renewed. You must submit a new application each year (12-month period).

## **ADDITIONAL INFORMATION**

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If you have any questions about the application procedures or if you require additional information about the OGS program, contact the graduate studies office or your department at the institution in which you are currently enrolled, or write to or call the Ministry of Training, Colleges and Universities at:

Ontario Graduate Scholarship Program

Student Support Branch

Ministry of Training, Colleges and Universities

PO Box 4500

4th Floor, 189 Red River Rd

Thunder Bay ON P7B 6G9

Telephone: (807) 343-7257

Toll-free: 1-800-465-3957

Telephone Device for the Deaf: 1-800-465-3958

Additional information is also available on the Internet at:

[http://osap.gov.on.ca/eng/not\\_secure/OGS.htm](http://osap.gov.on.ca/eng/not_secure/OGS.htm)

## **DIVISIONS AND DISCIPLINES**

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When completing the Education section of the application form, use the following discipline codes and names for your proposed, current, and previous studies. Where applicable, the discipline code and name are followed by a list of programs that may be included in the discipline. If your discipline is not on the list, use the code and name of the discipline that most closely corresponds to it.

### **Humanities Division**

#### *Disciplines*

- 100 Classical and Medieval Studies – may include Classics/Classical Architecture and Museology
- 101 English
- 102 Fine Arts – may include History of Art, Music, and Visual Arts
- 103 French
- 104 History
- 105 Modern Languages – may include Comparative Literature, Drama, German, Linguistics, Romance Languages, Slavic Languages, and Translation
- 106 Multi- and Interdisciplinary Studies – may include Aboriginal Studies, Canadian Studies, Gender Studies, and Women's Studies
- 107 International Studies – may include East European Studies, Islamic Studies, Middle Eastern and East Asian Studies, Near Eastern Studies, Post-Colonial Studies, and Sanskrit/Indian Studies
- 108 Philosophy
- 109 Religion – may include Religious Studies and Theology
- 110 Cultural Studies – may include Communications, Film, Journalism, and Media
- 111 Theory and Criticism
- 112 History and Philosophy of Science

## **Social Sciences Division**

### *Disciplines*

- 200 Anthropology/Prehistoric Anthropology
- 201 Applied Social Science – may include Aboriginal Studies, Child Development Studies, Child Studies, Consumer/Family Studies, Criminology, Gerontology, Law, Physical/Health Education, and Recreational/Leisure Studies
- 202 Economics
- 203 Education
- 204 Geography – may include Geomatics
- 205 Library and Information Science – may include Communication and Information Systems Science
- 206 Management and Administrative Studies – may include Accounting, Business Administration, Health Administration, Industrial Relations, and Public Administration
- 207 Planning and Development Studies – may include Agricultural Economics, Comparative Development, Environmental Studies, Rural Planning and Development, and Urban/Regional Planning
- 208 Political Studies – may include International Studies, Political Economy, Political Science, and Social/Political Thought
- 209 Psychology
- 210 Social Work
- 211 Sociology

## **Applied Sciences Division**

### *Disciplines*

- 300 Aerospace
- 301 Biomedical Engineering
- 302 Chemical Engineering
- 303 Civil Engineering and Architecture – may include Landscape Architecture

- 304 Computer and Software Engineering
- 305 Electrical and Electronics Engineering
- 306 Engineering Science – may include Engineering Physics and Nuclear Engineering
- 307 Mechanical Engineering
- 308 Mining, Metallurgy, and Material Science
- 309 Systems and Industrial Engineering

## **Biological Sciences Division**

### *Disciplines*

- 400 Biochemistry and Biophysics – may include Clinical Biochemistry
- 401 Environmental Sciences – may include Agriculture, Ecology, Forestry, and Toxicology
- 402 General Biological Sciences – may include Biology, Botany, Entomology, Microbiology, Mycology, Plant and Animal Biology, and Zoology
- 403 Genetics, Cell, and Molecular Biology
- 404 Therapeutic Sciences – may include Nutrition, Occupational Therapy, Physical Therapy, Public Health, Rehabilitation Science, and Speech Pathology
- 405 Health Sciences and Human Biology – may include Anatomy, Biomedical Science, Epidemiology, Food Science, Immunology, Kinesiology, Neuroscience, Pathology, and Physiology
- 406 Clinical Sciences – may include Dentistry, Medical Sciences, Nursing, Optometry, Pharmacology, Pharmacy, and Veterinary Medicine

## **Physical Sciences Division**

### *Disciplines*

- 500 Chemistry
- 501 Computer Science
- 502 Earth Sciences – may include Geology, Geomatics, Geophysics, and Physical Geography
- 503 Mathematics and Statistics
- 504 Physics – may include Astronomy and Meteorology





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